



North Carolina State Board of Examiners  
For Nursing Home Administrators

3733 National Drive, Suite 110  
Raleigh NC 27612  
919-571-4164

[www.ncbenha.org](http://www.ncbenha.org)  
email: ncbenha@mindspring.com

**TO: LICENSED NURSING HOME ADMINISTRATORS**  
**FROM: JANE A. BAKER**  
**RE: 2016 BIENNIAL RENEWAL OF LICENSE**

According to our records your Nursing Home Administrator License expires on **September 30, 2016**. In order to maintain an active license, it is necessary for you to complete the enclosed Renewal Form and return it along with a check or money order for the Renewal Fee. The Biennial Renewal Fee is **\$500.00**. The Renewal of your license will validate it through **September 30, 2018**.

**Prior to submitting your Renewal, please go to our website [www.ncbenha.org](http://www.ncbenha.org), go to Licensing and click on Licensee, key in your license number OR last name (do one or the other please do not put both), then click on submit to review your file containing your Address and Continuing Education Credits that the Board has on file. Please print out that page, TOTAL your hours to verify we have a minimum of 30 hours and attach it to your Renewal Form. If you have more hours than what is listed on your file, please attach copies of the certificates of the Continuing Education courses attended not on file.**

Subchapter 37G Section .0100 ("Renewal Requirements") requires an administrator renewing their license in **2016** to have earned **30 hours of continuing education credits** prior to renewal. Credit hours earned after your renewal date in **2014** will apply toward meeting this requirement. **Please note all courses must be approved by the NC Board or by the National Board to receive credit for renewal. The Board will accept up to 10 hours of distance learning/self-study courses every renewal period, please make sure these courses are a minimum of 1 credit hour.**

**It is necessary for you to complete the entire form or it will automatically be returned.**  
**\*\*\*(make sure that all questions are answered accurately)\*\*\***

**Please note that this office is unable to maintain current addresses if you do not provide a change of address.** Without a current address, it is not possible to keep you informed of license information.

**If you desire to place your license on the Inactive Status, please contact the Board's office for information on the procedure to follow.** Should you have a question or if we may be of assistance, please feel free to contact the Board Office.

**The Board Office will not accept Renewals by fax.**

**Please make sure that you mail the completed form along with your check made payable to**

**NC State Board of Examiners for  
Nursing Home Administrators  
3733 National Drive, Suite 110  
Raleigh, NC 27612**